

# Member Handbook

2017-2018

On behalf of the board, staff, and myself, I gladly welcome you as a member of Central Oklahoma Homeschool Choirs (COHC). We hope you will enjoy being an integral part of what we have in store this year as we build a fresh tradition of superior performance and musical excellence midst a fun and friendly environment.

We believe that our choir programs offer many opportunities to our members including:

- the opportunity to demonstrate and build his/her musical ability
- the opportunity to develop leadership skills
- the opportunity to develop a sense of responsibility
- the opportunity to meet and make new friends
- the opportunity to participate in music “field experiences”
- the opportunity to perform as a representative of COHC and the general Oklahoma homeschool population
- the opportunity to discover the unique thrill of excellence in performance

Over time our choral programs have developed a reputation of excellence. As members of COHC, it should be our goal to continue to build that reputation. We can be as outstanding as we want to be; it all depends on you. Superior music groups are a result of many hours of hard work as well as a strong dedication and commitment from each member. This handbook is provided to make your orientation to COHC a quick and easy task. We encourage you and your parents to read this handbook so that you may better understand our policies, regulations, and your new obligations.

We expect great things from you this year. As a COHC member, we expect you to be cooperative, committed, on time, involved, positive in attitude and behavior, and in general, distinguish yourself from the overall population by always doing the right thing at the right time. The hope is that come year’s end you will feel greater pride in your accomplishments both individually and as a group as a result of being a member of COHC.

We are looking forward to working with each one of you this year. Your talent, hard work, and compassionate attitude will be what make this organization great. Once again, welcome. We are glad you are here.

Kathy Gossen  
Executive Director & Choral Director

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## Mission Statement:

The mission of Central Oklahoma Homeschool Choirs is to provide an excellent choral music education amidst a Christian environment to area home school families. The program strives to ignite a love of music through the singing of sacred, traditional, and contemporary choral literature, cultivate basic vocal techniques and music literacy skills through a varied repertoire and musical games, promote the development of personal character and teamwork through performance preparation, and provide opportunities to serve the community and proudly represent the home school sector both locally and nationally through musical presentations.

## Objectives:

We believe that our choir programs offer many opportunities to our members including:

- representing the general Oklahoma homeschool population through quality performances
- developing a sense of responsibility
- meeting and making new friends
- using healthy vocal techniques to sing quality choral literature
- building music literacy

## Statement of Faith, Family, and Education

We believe in God, the Father, the Creator of heaven and earth, in Jesus Christ, His only Son, who was conceived by the Holy Spirit, born of the virgin Mary, was crucified and buried and on the third day rose again, and in the Holy Spirit, who gives us wisdom, strength, perseverance, and love to be a witness for the Son.

We believe that all have sinned and fallen short of the glory of God but that the gift of life is available for all who believe in Jesus Christ, His Son.

We believe in the Bible, the Holy and inerrant Word of God, our sole authority.

We believe that the family is the basic governmental, social, and spiritual unit created by God. We understand "family" to mean male and female parents, legally married, with or without children; however, we recognize the exceptions of single parents, adopted children, foster children, and stepchildren.

We believe that the ultimate responsibility for the education of children belongs to the parents. Homeschooling provides a good means to accomplish this. We support the right of parents to provide for the education of their children in a manner of their choosing.

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## The Curriculum

Quality music from all styles and periods form the foundation for musical learning and serve as the basis for the curriculum. Folk, popular, gospel, spiritual, classical, and patriotic music are included.

Concepts about music (melody, rhythm, harmony, timbre, dynamics, form, style, and performance practice) and musical skills (singing, theory, sight-reading) are taught throughout the rehearsals using methods of singing, listening, and analysis.

The students are taught to use their vocal instruments through exercises, posture, breathing, and tone production. The essence of the musical experience is based on pitch and movement as it is “felt” and heard. The ability to hear music, to conceptualize music, to perceive and respond musically develops naturally from the human voice. Singing skill and musical understanding are essential components of the creative process and fundamental concepts of music education.

## Choir Programs

### Music Experience

The Music Experience program is for children ages 5 to 7 (must be this age on September 1). In this program, members focus on music exploration and creativity through playful songs, rhymes, instruments and games. The goal of this group is to plant seeds for lifelong musical appreciation.

### Principio

Principio is our elementary choral program for ages 8-10 (must be this age on September 1). Members of this program concentrate on developing healthy vocal techniques, basic music reading skills and experimenting with part-singing. This program provides an outstanding springboard for future opportunities within COHC.

### Illuminati

Dubbed as our middle school choir, this program serves ages 11-13 (must be this age on September 1). This treble choir program emphasizes vocal training, note reading, and performance skills through the use of two and three part music.

### Bella Voce

Bella Voce is our senior choir serving primarily ages 14-18 (must be this age on September 1) as well as all other male students of a changed voice. Members of this program will fine tune their vocal training, note reading, and performance skills in a four-part SATB setting.

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## Rehearsal Times

### Oklahoma City (Monday Afternoons)

Music Experience	3:00 p.m. to 4:00 p.m.
Principio	3:00 p.m. to 4:00 p.m.
Illuminati	1:00 p.m. to 2:45 p.m.
Bella Voce	1:00 p.m. to 2:45 p.m.

### Norman (Wednesday mornings)

Music Experience	9:00 a.m. to 10:00 a.m.
Principio	9:00 a.m. to 10:00 a.m.
Illuminati	10:15 a.m. to 12:00 p.m.
Bella Voce	10:15 a.m. to 12:00 p.m.

### Edmond (Wednesday afternoons)

Music Experience	3:00 p.m. to 4:00 p.m.
Principio	3:00 p.m. to 4:00 p.m.
Illuminati	1:00 p.m. to 2:45 p.m.
Bella Voce	1:00 p.m. to 2:45 p.m.

## Attendance

Membership in COHC requires a commitment to faithful, consistent, and punctual attendance. Due to the nature of the program, when a student is absent, the entire choir suffers because that student was not in rehearsal to learn his/her part along with the rest of the choir. For us to achieve our goals of musical excellence, attendance at all rehearsals are expected. *Therefore, if a member misses 5 or more rehearsals in a semester for any reason, he/she may continue to attend rehearsals but will not be allowed to perform (including tour travel/participation) the remainder of the semester.*

If you cannot attend a rehearsal for any reason, please inform your director via email or by phone.

## Registration

COHC will accept new members through the 2nd rehearsal of each semester. After that time a student must wait until the new semester begins before joining a program.

For the 2017-2018 school year, closing registration dates are:

September 1, 2017 for the Fall semester

January 18, 2018 for the Spring semester

Members who join in the fall will not need to re-join in the Spring. All memberships will

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carry-over to the Spring semester unless we are notified otherwise in writing.

**No matter what date a member joins the program, tuition will still be expected for the entire semester in which their membership becomes active.**

Any absences acquired **before** registration will contribute to the aforementioned attendance policy in which 5 or more missed rehearsals will result in the member not being allowed to perform the remainder of the semester.

## Expectations and Procedures

COHC exists to give musically motivated students the opportunity to create beautiful music in an energizing, invigorating, and loving atmosphere. As a member of COHC, you are instantly recognized as a fine musician. Behavior problems are not tolerated and may result in expulsion from the choir.

It is your responsibility to:

1. understand and follow all policies and procedures presented in the Member Handbook.
2. exhibit self-discipline and act appropriately at all times.
3. treat others with respect, trust, honesty, fairness, and kindness.
4. take COHC membership seriously and show you are committed to COHC by doing your best to participate fully in rehearsals, performances, or in any capacity while representing COHC.
5. be a positive representation of COHC at our rehearsal location, performance locations, and performances throughout the community.
6. faithfully attend rehearsals and all scheduled performances. Exceptions include illness or absence due to an unforeseen circumstance.
7. sign up on the website for the Member News for our weekly updates and announcements. If you are unable to receive updates via the website, it is your responsibility to make appropriate provision to receive such announcements.

## Rehearsal Expectations

We are all here because we have something in common--we enjoy singing! How we sound as a group has a lot to do with how we work together. If you will follow the procedures listed below every rehearsal of the year, the result will be a choral group that truly makes beautiful music!

1. When arriving, immediately go to your designated rehearsal location or waiting area.
2. Use the restroom and/or get a drink, if needed prior to entering your rehearsal. Singers may not leave the room after entering the rehearsal area unless there is an emergency or special permission has been granted.
3. Choir members should be punctual to all rehearsals and performances. Late members are a distraction to the program and will miss vital information utilized throughout the remaining rehearsal.

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4. ***Bring your music and a sharpened pencil to EVERY rehearsal.***
5. Please remove all food, drinks, or gum from your person before entering the rehearsal area. Only water bottles will be permitted and are, in fact, encouraged.
6. If, for any reason, a member cannot actively participate in a rehearsal, the member should bring a written note and observe quietly and attentively. The note should go to his/her director prior to the beginning of the rehearsal.
7. If, for any reason, a member needs to leave a rehearsal early, the member should bring a written note and give it to their director prior to the beginning of the rehearsal.
8. Pay attention to the director at all times. Refrain from behaving in a manner disruptive to the rehearsal or distracting to other choir members, directors or accompanists. Behave in a manner that promotes a positive and successful rehearsal environment. This includes talking. Once rehearsal has started please refrain from talking without permission until the rehearsal is over.
9. If you have a comment or question for the director during a rehearsal, please quietly raise your hand and wait to be called upon.
10. Cell phones and other electronic devices should remain hidden at all times. Use of an electronic device during a rehearsal will result in confiscation by the director. If this happens, only a parent/guardian would be able to retrieve the device from the director at the end of the day's rehearsal schedule.
11. Mark your music with a pencil only. You "own" the music assigned to you this year. It is your responsibility to keep it looking like new. Any damaged or lost music/folder must be replaced by the person it is assigned. Each time music is passed out, you will be required to sign a check-out sheet. At the end of the semester, if your music is not returned, you will be fined for the amount of the music.
12. In the presence of clinicians, substitutes or other guests, please exhibit your best manners. Remember, you represent your family, COHC, and the greater home school community.

## Facility Expectations

1. Please respect our church hosts. Students may not roam the building at any time. A member's presence in an unassigned location could be cause for expulsion from the choir.
2. Running, yelling, and rowdy behavior are not permitted in the building or on the grounds at any time.
3. Non-participating siblings must be supervised by a parent/guardian at all times.
4. At all times, show respect and support for each other, parent volunteers, directors, staff, and the facilities.
5. Parents/guardians and siblings must leave the building after dropping off students.

## Drop-off Procedures

1. Music Experience and Principio students can be escorted to their classroom.
2. All other students should be dropped off at the outside door.

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## Pick-Up Procedures

1. Music Experience Students will be brought to parent/guardian by their choral director. They may be picked up just outside the building.
2. All members are expected to be picked up at or before the last choir rehearsal of the day ends. (depending on their rehearsal time). As a courtesy to our staff, if a member is not picked up by 10 minutes after the final rehearsal of the day the following fee will be billed to their account: \$5 for every 5 minutes their ride is late (i.e. If the rehearsal ends at 12:00 p.m.--12:15=\$5, 12:30=\$20, etc.).

## Performance Procedures

Performances are an important part of being in choir. We work constantly to be prepared to perform. When performing, students receive a deeper appreciation of music and a greater feeling of unity from the organization and the people with whom they are involved. There is no other way as a director cannot duplicate a performance for the student who is absent. There is no other means to make-up the unique thrill of performing, feeling the reaction from the audience, or the excitement of knowing the hard work in preparation for the performance was worthwhile. Every member of the choir plays a vital role in the success of the entire organization. As directors, we cannot expect a total commitment from any one student without expecting the same amount of commitment from every member in the choir. Therefore, the following rules apply to performances:

1. **ALL PERFORMANCES ARE REQUIRED** (unless otherwise stated). This includes all performances on our calendar and any other performance in which at least a four week notice is given. Students will only be excused from a performance due to a personal illness, death in the family, or an emergency over which the student has no control. Students will not be excused because they do not have a ride (if this is the case, call a friend!). In any event, the director must be notified of an expected absence prior to a performance. Students who are not attending ALL PERFORMANCES may be subject to removal from COHC.
2. Performers should arrive 10 minutes prior to performance call time and immediately check in with their director. Tardiness to a performance may exclude a singer from participation in the performance.
3. Performers should not arrive more than 15 minutes prior to call time.
4. Performers must ARRIVE wearing proper COHC attire. Failure to wear the proper uniform WILL result in non-participation in the performance.
5. As a courtesy to other choir members, singers should refrain from wearing any perfume, cologne, scented hairspray or heavily scented deodorant. Failure to follow this procedure may exclude the singer from participation in the performance.
6. Singers should conduct themselves at all times in a calm, polite, and professional manner, giving undivided attention to the COHC staff and appointed chaperones at all times.
7. All singers must know the music. Each musician must have a confident command of the performance repertoire. Failure to demonstrate this at the final rehearsal may result in

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release from the corresponding concert commitment.

8. Due to one-time sound checks, staging, and other last minute details, all singers are required to attend the final rehearsal prior to a performance. Without prior arrangements for a final rehearsal absence, a singer will not be allowed to perform at the corresponding concert.
9. If a singer feels ill during a performance, he/she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the singer may get up and sing again. If not, the singer should quietly leave the stage at the conclusion of the song.  
Note: Once a singer leaves the stage for any reason he/she may not return.
10. Singers with outstanding dues will not be allowed to perform

## Dress Code

All COHC members are expected to adhere to modest standards of dress, and to consider and respect others' standards. The COHC dress code applies equally to students, teachers, staff and volunteers.

Parents are responsible for ensuring that students adhere to the dress code. If in doubt, ask your child to wear something different. Parents of any student wearing inappropriate clothing will be contacted by either the Executive Director or the Choral Director of the student.

1. Members should dress in a conservative manner during all rehearsals and events.
2. Please refrain from bare midriffs and short shorts or skirts. A good rule of thumb: if your fingers placed down your side can touch bare skin, it's too short.
3. Should members be encouraged to bring their swimming suits on a choir tour, men will be asked to wear a t-shirt and women should wear either a one-piece swimsuit or the equivalent (i.e. a non-midriff baring tankini). Women wearing a bikini will be asked to wear a t-shirt over their swimsuit. Men's speedos are not permitted.
4. No undergarments may be visible at any time and applies to both male and females.

## **Extra Rehearsals**

Several times throughout the year there may be calls for an extra rehearsal. This includes choir retreats, ensemble rehearsals, combined rehearsals and the like. A few extra rehearsals have been built into the calendar already. For all other extra rehearsals, members will receive notification at least 4 weeks in advance. All extra rehearsals are required. If students are late or have to leave early, they must have a written note from their parent or guardian. Excuses will be accepted for missing an extra rehearsal only if notification is received within the 7 days of the announcement of extra rehearsal. Otherwise, an absence of an extra rehearsal will be applied according to attendance policy.

## **Weather Policy**

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In the event of severe weather, we will follow Putnam City School District closings for the Oklahoma City location, Edmond Public School District closings for the Edmond location and Norman Public School District closings for the Norman location. Please check your local news station or the COHC website for confirmation. **Please note:** When a rehearsal is canceled due to severe weather or other natural disaster, the rehearsal will not be made up and no tuition discount will be applied.

## Contact Information

Our website is <http://centralokhomeschoolchoirs.com>.

Our email address is: [admin@centraolokhomeschoolchoirs.com](mailto:admin@centraolokhomeschoolchoirs.com)

Our mailing address is: 2011 West Danforth Road; Box 204; Edmond, OK 73003

## Member News

All member news is filtered through the COHC website. Each member family is responsible for subscribing to the member news via one or more of the forms provided on the website (Facebook, Email, RSS Feed, or Twitter). If you are unable to receive updates via the website, it is your responsibility to make appropriate provision to receive such announcements. Weekly news updates will be provided via this website feed. This is COHC's primary form of communication. Since member families will be responsible for all information sent via the website feed, subscription to the feed is expected before the first rehearsal. The website is: <http://centralokhomeschoolchoirs.com>. To subscribe go to the website, scroll to the bottom and click "Member News."

## Member Dues and Financial Policies

### Tuition

Tuition commitments are based on the number of immediate family members enrolled. There are two available payment plans. Families are encouraged to choose the one that best fits their financial situation.

Number of Students Enrolled in COHC	8 Tuition Installments*	BEST VALUE = Semester Lump Sum Installments**
1	\$45	\$162
2	\$75	\$270
3	\$105	\$357
4	\$135	\$459
5	\$165	\$561

\*Families selecting the 8 Tuition Installments will submit 8 post dated checks to the the COHC accountant. A check will be deposited on first day of rehearsal in August, and then the first day of the

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following months: September, October, November, January, February, March, and April.

\*\*Lump Sum installments show a 10% discount applied to families with one and two students and a 15% discount applied to families with three or more students. First Semester Lump Sum payment is due at the first rehearsal in August and the second payment is due at the first rehearsal in January.

Any additional questions may be directed to [accounting@centralokhomeschoolchoirs.com](mailto:accounting@centralokhomeschoolchoirs.com).

## Financial Policies

1. Payments should be paid with check (made out to COHC), or via Debit/Credit Card. All payments not paid online will need to be mailed to COHC. To make a payment online and/or print off a payment coupon to be mailed with your check, please go to "[Make a Payment](#)" in the Member Corner of the website.
2. All tuition and fees are non-refundable.
3. Once a singer joins COHC they are making the commitment to pay tuition for the entire semester. Should a student withdraw from the choir for any reason, tuition will still be billed for the remainder of the semester. The Fall semester runs from August through December and the Spring semester runs from January through May.
4. A \$30 fee will be assessed in the case of a non-sufficient funds check.
5. Singers with outstanding dues at the time of a performance or tour will not be allowed to participate.

## Late Fee Policy

For those on the 8 Installment plan, tuition is due on the first rehearsal of the month. For those on the Lump Sum semester plan, tuition is due the first rehearsal of August and again in January. A \$5 late fee will be added per week to each payment after the due date. A singer will not be allowed to attend rehearsal after the fourth week of nonpayment.

## Scholarships

There are two scholarships available for students within the COHC. Both scholarships are possible through generous gifts by members and friends of the COHC. All those wishing to apply for either scholarship may find more information on our website.

**The Rachel Scarberry Choral Scholarship Fund** is established to provide monetary assistance to a current Central Oklahoma Homeschool Choir student(s) in order that they may participate in outside honorary choral events beyond Central Oklahoma Homeschool Choirs (COHC) as a representative of COHC. The COHC board awards money twice a year, as funds are available to applicants meeting the criteria.

For application details; [Rachel Scarberry Scholarship Fund](#)

## **Semester Scholarship**

If your family is in financial need of a Semester Scholarship, please contact the [Chief Financial Officer](#).

You will receive a PDF form that will need to be completed and returned to the CFO **by Friday, August**

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**7th** (for the fall semester) or **January 1st** (for the spring semester). The Scholarship Committee will meet and determine the scholarships for this upcoming semester, and you will be notified via email by Monday, August 10th (for the fall semester) or Monday, January 4th (for the spring semester) of their decision.

Before you submit the Semester Scholarship Form be sure that any previous accounts with COHC are in good standing and paid in full. Accounts which are not in good standing will not be considered for the upcoming semester. Scholarships are disbursed each semester and are determined by the need of the family, the number of families requesting the Semester Scholarship, and the funds available in the General Scholarship Fund for the upcoming semester.”

## Uniforms

Our choir has a reputation of looking very professional. In order for us to look this way, we must all wear the same attire. All uniforms must be wrinkle-free and in tip-top condition for ALL performances. Students wearing dirty or wrinkled uniforms, as well as incomplete uniforms (missing tie, wrong shoes, etc.), will not be allowed to perform.

### Informal Attire - Uniform B

Choir t-shirt and dark blue jeans or long jean skirt that comes to the ankles (no holes). During performances the shirt should be tucked in. Informal attire will be worn during tours, t-shirt days, and other special events.

### Formal Attire - Uniform A

## Illuminati/Bella Voce

Men:

To order the men's uniform go to [formalwear-outlet.com](http://formalwear-outlet.com) . Once you are on their sight, type in the style numbers as directed below.

MEN'S Black Cavalier flat front style pant: #E312

MEN'S Black cinch tie: #T-Cinch-Tie Regular, order Youth T467 or Adult T076

MEN'S White dress shirt: #G707

Plus: Black belt, Black dress shoes, Black socks

Ladies: [Formal black dress](#) with black hose and black closed-toed shoes. The hem should touch the top of the foot. Too short looks odd from the stage and too long looks sloppy. There is a tab on that website that tells how to measure before ordering your dress.

Plus: Black hose, Black closed-toe dress shoes

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No necklaces or bracelets. If you wear pierced earrings, wear a stud earring without real or fake diamonds. Also, if you need to pull your hair back, please do so with something the color of your hair. No glitz or bling.

Still questioning how to measure or what exact size to order? Call our very own uniform guru—Lynda Nedrow. You can reach her at 405-630-7691.

## Principio

Principio students are asked to wear the following for 2017-2018 performances. You will find them on [landsend.com](http://landsend.com).

Girls:

School Uniform Girls Short Sleeve Ponté Dress

Be sure to select the **BLACK** colored dress.

Item # 458376BQ2

Plus: Black tights, Black closed-toe dress shoes

No necklaces or bracelets. If you wear pierced earrings, wear a stud earring without real or fake diamonds. Also, if you need to pull your hair back, please do so with something the color of your hair. No glitz or bling.

Boys:

School Uniform Boys Long Sleeve Oxford

Be sure to select the **WHITE** shirt.

Item # 458479BQ9

and

Boys Iron Knee Blend Plain Front Chino

Be sure to select **BLACK** pants.

Item # 403847-A55

Plus: Black belt, Black dress shoes, Black socks

## Music Experience

Boys: black pants, black belt, black sock/shoes, white collared, long sleeved polo shirt

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Girls: black knee length or longer black skirt, black tights/shoes, white collared, long sleeved polo shirt

Long black skirt (knee length or longer); black hose/stockings; black dress shoes (no sandals); white long sleeved blouse

Formal attire will be worn at all COHC concerts and on other special occasions.

## **Solo & Ensemble Festival/ Concert**

The COHC will be hosting a Solo & Ensemble Festival on Saturday, March 3rd. This is open to public, private, and homeschool students. Adjudicators will hear the solos & ensembles in the morning. We will have a 2nd Ensemble Contest/Concert with our COHC ensembles as they compete for performing spots at the Spring Concert and OK Arts Festival.

## **Tours**

We are not scheduled for a One Day Tour this year (2017-2018) but anticipate it coming back in the next year. Bella Voce and Illuminati members will have the opportunity to perform at various locations within the OKC Metro.

All chaperones must be a guardian of a participating member and at least 21 years of age. Chaperone fees will be the same as the student's fees and all chaperones will undergo a background check prior to the tour date. Chaperones must travel and stay with the students at all times. Parents wanting to drive their own vehicle and follow behind the group, are free to do so at their own expense but will not be considered as a group chaperone. It should also be noted that students will NOT be allowed to travel in parent vehicles at any time while on tour except in the case of an emergency.

In order for a group to participate in a day tour there will need to be an adult to student ratio of 1:6 for all groups with Illuminati students and 1:12 for Bella Voce student groups. In order for a group to participate in an overnight tour, there will need to be an adult to student ratio of 1:4 or one adult per room. In the event that this ratio cannot be achieved, the tour will be cancelled and refunds will be given according to the reimbursement plan as described below.

In the most severe discipline cases, the director may send a singer home before the completion of the tour at the parent's/guardian's expense.

No singer may leave the tour group, even with his or her parent, without prior written approval.

While most tours are optional, each member is highly encouraged to participate as the success

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of the choirs are a team effort. Once committed (once the initial tour deposit has been paid), all who have signed up are expected to participate pending an immediate death in the family or sickness as the choir will be counting on each participant's involvement to make the trip a success. This includes sponsors and members.

## Tour Accounts

COHC maintains a tour account for singers and chaperones. If a singer chooses to participate in COHC sponsored fundraising opportunities, a percentage of the profits from his/her individual sales will be held in escrow in the singer's personal tour account. The credits held in escrow are available to help pay for the current year's tour expenses which the singer might incur. They are available to pay uniform fees. The escrowed funds are owned by COHC and are not eligible for cash withdrawal by the singer. Direct deposits made by a family member toward a singer or chaperone's tour costs as well as charges for the tour are also accounted for in the singer's tour account. Statements showing activity in the tour account are available upon request. Parents are encouraged to review the account activity and accuracy of the information shown.

Tour deposits are not refundable, and will remain in the singer's tour account. Any balance remaining in the tour account at the end of the year or at the time of graduation or withdrawal/removal from COHC reverts to the COHC general tour fund. This fund is used to provide financial assistance and pay general touring costs not covered by touring fees charged to participants. Upon request, any balance remaining in a graduating singer's tour fund can be transferred into an active sibling's tour fund for the same fiscal year.

In the unexpected event of a cancellation COHC will execute the following reimbursement plan:

Initial deposit=non-refundable

Notice of cancellation given 60 or more days prior to the tour=40% refund\* less the initial deposit

Notice of cancellation given 30 or more days prior to tour=20% refund\* less the initial deposit

Notice of cancellation given 29 or less days prior to tour=No refund

\*Remember, fundraising money used for any event is never refundable.

## **Fundraising**

The COHC offers families an opportunity to offset tuition and special events by having one fundraiser in the Fall and one in the Spring. You are not required to Fundraise, but it does benefit your family and the organization as a whole.

## **Board of Directors**

The Board of Directors is the governing body of COHC. The Board maintains COHC bylaws,

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handbooks, and other policy manuals as well as lead in fundraising efforts and community awareness. To be a Board member, one must meet the following requirements:

1. They may not be related to another member of the board.
2. They must be parents of current COHC members or members of the community as long as 60% of the board are parents of current COHC members.
3. They must be able to affirm the COHC statement of faith, family, and education.
4. Their children must be in at least their second consecutive year of membership at the time of election.

Useful skills for board members include:

- Fundraising and grant writing experience
- Accounting and bookkeeping experience
- Public speaking experience
- Media relationships experience
- Graphic design and production experience
- Employee and volunteer management experience

While the above skills are helpful, they are not mandatory to be a member of the COHC Board.

The term of service for Board members is two years running from January 1 to December 31. Elections will take place in December of each year. All parents interested in serving on the Board should contact the current board President to discuss being placed on the December ballot.

To contact: Susan Hufstedler - [dshuf@pldi.net](mailto:dshuf@pldi.net)

Note: There will be two positions open for this December's election. If you are interested in being put on the ballot to serve the choirs in this way, please contact our board president, Karen Helton at 405-513-8311 for more information.

## Choral Director Staff

Name	Email	Phone	Position
Elizabeth Lopez	<a href="mailto:lopezvocalpiano@gmail.com">lopezvocalpiano@gmail.com</a>	405-973-5321	BV
Emma Gee	<a href="mailto:ekgpiano@gmail.com">ekgpiano@gmail.com</a>	918-629-8343	Accompanist
Joy Cavett	<a href="mailto:jcavett1@cox.net">jcavett1@cox.net</a>	405-229-3512	ME, Illum, BV
Kate	<a href="mailto:kate@geesaman.net">kate@geesaman.net</a>	405-315-8965	ME

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Kathy Gossen	admin@centralokhomeschoolchoirs.com	405-833-6427	Int. ED, Web, Princ
Kayla Russell	kaylarussell@live.com	405-837-9515	ME, BV
Laura Stoabs	accounting@centralokhomeschoolchoirs.com	405-503-9990	CFO
Pam Matlick	pmatlick@hotmail.com	405-812-3435	Princ, Illum
Rosa McCrosky	rosanellmccroskey@yahoo.com	405-470-7168	Accompanist

## Volunteers

COHC depends on volunteers to help keep the choirs going and growing. If you would be willing serve in one of the following areas, please contact the Executive Director. There are many opportunities available for parents/guardians to volunteer including (but not limited to):

### Concert Coordinator

Coordinators will take roll as members arrive for the concert, escort the choir on stage (if needed) and sit with the choir in the audience when the choir is not performing to encourage proper audience etiquette.

### Company Sponsor

This person makes tax-deductible donations through a personal or company business. For more information on company sponsorships, please contact the Executive Director (admin@centralokhomeschoolchoirs.com).

### Solo & Ensemble Festival Attendant

This person facilitates one room at the COHC Solo & Ensemble Festival on February 25th. Responsibilities could include checking students in, handing out critique sheets and ribbons, reporting student ratings, and checking on the room judge as needed.

## Student Accompanists

In an effort to develop the next generation of piano accompanists, we like to encourage any

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interested students with sufficient piano skills to audition for his/her choir director for an opportunity to be a student accompanist. If approved, student accompanists will be expected to practice their music at home and be prepared to accompany the choir on the assigned piece(s) by the date assigned by the director. Failure to do so, will forfeit their opportunity to participate as a student accompanist. The position of a student accompanist is a volunteer position, provided to give students experience in accompanying. No monetary compensation will be applied. All student accompanists will be expected to sing in the choir when not accompanying.

## How Parents Can Help

Students cannot succeed in COHC, or in any worthwhile learning or extra-curricular activity, without their parents' on-going, active support. When enrolling a student with us, parents are asked to pledge that they will do the following:

1. Recognizing the musical and educational nature of this organization, grant permission for their child to participate in any and all activities of COHC including but not limited to rehearsals, concerts, workshops, camps, parties, meetings, photo and recording sessions, and concert tours.
2. Familiarize themselves with the policies and expectations contained in the current Member Handbook.
3. Ensure that their singer(s) get to and from all scheduled rehearsals, performances, and other choir events reliably and on time, outfitted with his/her music, pencil, water bottle, uniform, or other items as appropriate.
4. Notify COHC in advance if their child will be late to or absent from a rehearsal.
5. Stay up to date by carefully reviewing communications from the choir.
6. Keep up with their family's financial obligations with COHC. Remember, tuition is non-refundable and a semester-long commitment. Should a student withdraw for any reason, tuition will still be billed for the remainder of the semester.
7. Help their singer to learn and practice his/her music and lyrics at home.
8. Support their child by organizing family and friends to join them at his/her performances.
9. Ensure that their child's uniform fits properly, is clean, and complete for all performances.
10. Assist in some capacity during the choir year as a parent volunteer.
11. Teach your child to be punctual at rehearsals and performances.
12. Attend any mandatory parent meetings as presented in the choir calendar
13. Support COHC's membership, leadership, activities, and events through active participation.
14. Sign up for updates and announcements on the website via Facebook, Twitter, RSS Feed, or e-mail.

## Solicitation Policy

COHC adheres to a no solicitation policy which states: No staff or member family or otherwise

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may solicit other member families or staff during his/her rehearsal or performance time anywhere on the Company premises. No staff or member family may distribute any written material in (a) working areas at any time or (b) non-working areas (restroom, hallway) during his/her working time without permission.

## Grievance Procedures

While we hope to never have to use these procedures we realize that Organization related problems can arise in any place of membership. We hope individuals will try to reconcile differences on an individual basis. Should this not be possible, to resolve a problem quickly and fairly, COHC has developed a grievance procedure using the following steps:

1. If you have a problem, notify your choir director immediately. Most difficulties can be settled promptly at this point. The choir director shall respond in writing within seven (7) days of meeting with you.
2. If the problem is not resolved to your satisfaction you may go to the Executive Director and verbally explain the problem to him/her; or you may instead submit the problem to him/her in writing. This step should be taken within seven (7) days after your choir director has given his/her decision or after the incident giving rise to your grievance, whichever is later. If the circumstances require it, the Executive Director will conduct an investigation.

Following the Executive Director's investigation, the Executive Director will respond in writing to your grievance. The decision shall be final.